

CENTRAL INTELLIGENCE AGENCY

INFORMATION REPORT

COUNTRY

USSR

DATE DISTR. 13 Mar 1953

SUBJECT

Instructions for Construction-Assembly Operations of ClayMorStroy

NO. OF PAGES 3

PLACE
ACQUIRED

NO. OF ENCLS.
(LISTED BELOW)

DATE
ACQUIRED

SUPPLEMENT TO
REPORT NO.

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1. The extremely unsatisfactory work of the construction organizations of GlavMorStroy (Chief Directorate of Maritime Construction), Ministry of the Merchant Fleet, has given rise to a number of measures, apart from the punishment meted out to the managers of construction projects, of a practical nature for the improvement of such work. One of the means adopted was the appearance early in 1950 of directives prescribing the organization of construction-assembly operations. The contents of these directives, worked out by GlavMorStroy and signed by the deputy Minister of the Merchant Fleet, Men'shikov (1m), are as follows:
- (a) The directives specified that work on a particular project should be carried out in accordance with a plan for the organization of the operations, which should, as a rule, contain:
- (1) A general plan of the site on which are plotted the temporary buildings and installations, roads, depots and places for the disposition of equipment necessary for carrying out the works-project.
 - (2) A schedule for the receipt of materials and the carrying out of the works project, as well as a schedule for the fluctuation in manpower.
 - (3) Plans and cross-sections of the project, indicating the equipment needed and the sequence of the works-project.
 - (4) A detailed schedule for the volume of work, broken down by the various construction processes (weights, number of hoistings for each crane, quantity of bolts and rivets, length of welded seams, calking irons etc.
 - (5) Specifications for equipment, auxiliary materials and tools required.
 - (6) Drawings of scaffolding, temporary buildings and structures.
 - (7) The plan for the organization of the works-project should be drafted by the construction organization and coordinated with the contractor or customer. The detailed plan must then be approved by the chief of GlavMorStroy.
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- (8) Before scheduling and carrying out the works-project, the director of the construction organization should ensure that all engineering and technical personnel of his organization have a knowledge of the plans of the project and the schedule of the operations.
- (9) A schedule of the components of a works-project should be compiled which provides for maximum coordination with all elements of the over-all plan.
- (b) The directives of GlavMozStroy further required that plans for the technical operation of equipment for a construction organization should be established. The following rules apply.
 - (1) All machinery and tools used on a works-project should be subordinated to the chief engineer of the enterprise. All personnel repairing, servicing and operating the machinery should also be under the jurisdiction of the chief engineer.
 - (2) The chief engineer is charged with the responsibility for the condition of all machinery in operation, for the prompt replenishment of stocks and tools, and for the recruitment of such personnel as may be required to service the machinery.
 - (3) The chief engineer is charged with making all tests of machinery before it is put into use.
 - (4) In addition to the supervision over the state of large machinery, the chief engineer should organize the supervision of all small power operated and hand operated machines. A crew of repair mechanics should be established for this purpose.
 - (5) The installation of overhead electric power lines is to be carried out so that, in an area where cranes are working, the danger of the wires being broken will be averted.
- (c) The directives also demanded that warehouse operations should result in a smooth flow of supplies and materials to the construction areas. The warehouse should, as an independent production sector, be under the authority of a separate works superintendent or foreman, who in turn should be subordinate to the chief engineer or the senior superintendent of the overall works-project. The following operations should be carried on in the warehouses:
 - (1) Unloading of incoming materials or sub-assembly units.
 - (2) Sorting of these materials by the phase of the project for which intended and by types.
 - (3) Cleaning of dirt and rust from the sub-assembly units, remedying defects in manufacture and damage sustained during shipment.
 - (4) Preparation of assembly units for installation.
 - (5) Making inscriptions on the various elements, such as weight, center of gravity, etc.
 - (6) Loading and dispatching of materials and sub-assembly units to the proper phase of the works-project.
 - (7) Recording of materials received and dispatched by the warehouse, drafting of commercial certificates of acceptance, certificates of factory defects, and processing of claims for defects against the supplying factories.
 - (8) Verifying the geometric dimensions of the sub-assembly units and elements.
 - (9) Verifying the markings of the elements received.

The areas for warehouse locations should be determined on the basis of data concerning the dimensions, weights and schedules of receipt for incoming materials and the proximity of the warehouse to the places of installation.

The number of sidings and the distance between them at the warehouse should be fixed in accordance with the possibility of servicing the warehouse area with crane equipment and also dependent upon the accepted method of conveying materials to the work projects (whether on railroad tracks or by road transport).

Incoming materials should be unloaded in a separate area of the warehouse and subsequently stored in the order in which they will be used. At the same time there should be a verification of the geometric dimensions and a recording of the type of equipment received. Where possible, any defects should be remedied.

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Delivery of materials from the warehouse to the place of installation should be carried out in accordance with the construction schedule. The chief of the sector (uchastok) needing the materials should transmit his precise needs to the warehouse not later than 24 hours preceding the deadline for delivery at his place of operation.

Loading and transfer of large elements such as items of unusual length should be effected according to special sketches which indicate the method of bracing the element to be followed. The materials being supplied to the operating sections should be securely fastened and protected from injury during their transport.

The basic bookkeeping document for warehouses in a works-project has been established as a catalogue of shipping specifications which is drawn up by the planning people and delivered to the warehouse. Incoming sub-assembly (konstruktsiy) units and materials are checked with this catalogue and the appropriate entries are made. With regard to all defects of a factory nature, shortages and unfinished items, papers are drawn up in accordance with the contract between the supplying factory and the construction activity.

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